

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Accounting Clerk

Revision Date: 09/07
EEO Function: Fin. Admin.
EEO Category: Admin. Support
Status: Non-exempt
Control No: 30377

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the City Treasurer, performs functions of cashiering, utility billing, accounts payable and accounting where needed based on workload in each area.

III. Essential Duties:

CASH HANDLING AND RELATED ACTIVITIES

- Maintains petty cash drawers including preparation and documentation for petty cash reimbursements and cash ordering.
- Processes NSF checks including file maintenance, writing collections letters and working with the City Attorney's Office on collections.
- Provides coverage when cashiering and front reception are under-staffed, helping walk-in customers, answering phones, receiving daily deposits and receipts for transaction from other City departments, as well as picking up mailed utility payments from the post office and opening mail for daily processing. Processes mailed utility payments, posts payments to customer accounts and prepares daily mail bank deposit.
- Provides back-up phone coverage for the City's main receptionist when needed.
- Meets certified cashiering standards through City Treasurer.
- Maintains City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80 % of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.

UTILITY BILLING

- Assists Utility Billing Account Supervisors in processing annexations, resolving problem accounts, auditing billing accounts, insuring that special agreements are handled properly and uploading reads for bills.
- Sets up utility billing accounts from new construction and maintain subdivision files.
- Updates accounts and processes Waste Management confirmations.
- Prepares weekly preliminary and final shutoff lists.
- Prepares monthly reading and billing schedules.
- Acts as a liaison between Public Utilities and Utility Billing and distributes work to the Account Supervisors.
- Provides phone coverage for Utility Billing Account Supervisors based on workload and staffing.

ACCOUNTING

- Assists Accounting and Accounts Payable with account balancing spreadsheets and monthly scorecards.
- Assists with special projects as needed.

IV. Marginal Duties:

- Picks up and distributes department mail.
- As necessary, assists City Treasurer in purging all historical records in accordance with the Utah Municipal General Records Retention Schedule.
- Orders supplies.
- Performs other duties as assigned.

V. Qualifications:

Education: High school diploma or its equivalent.

Experience: Must have at least one year job-related experience with demonstrated competence.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: General office principles and procedures; correct English usage, spelling, arithmetic and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; responsibility for the balancing of a cash drawer.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; outside contact with public presenting and obtaining data; occasional contact with upper-level managers on matters requiring explanations and discussions; must have excellent written and verbal communication skills.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer, printer and telephone; occasional use of a typewriter, 10-key, copier, fax machine and telephone system.

Analytical Ability: Ability to follow written and oral instructions; establish effective working relationships with employees and the public; ability to prioritize tasks.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Constant hearing and seeing are required daily.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental pressure and fatigue exist during an average day due to exposure to deadlines and contact with the public.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

HUMAN RESOURCES DEPT. APPROVED BY: _____ DATE: _____